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ENG 1001G-018: Composition and Language

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ENGLISH 1001G-018: COMPOSITION AND LANGUAGE

FALL 2003

MON/WED/FRI 10:00-10:50

COLEMAN HALL 3130 (CLASSROOM) and 3120 (LAB)

INSTRUCTOR: LEANN SMITH

OFFICE: CH 3744

OFFICE HOURS: MWF 11:00am-12:30pm and by appointment

MAILBOX: CH 308

OFFICE PHONE: 581-6319

E-MAIL ADDRESS: cfls@eiu.eduWWW ADDRESS: <http://www.ux1.eiu.edu/~cfls>

COURSE DESCRIPTION: This course introduces the reading and writing of expressive, expository and persuasive essays. Attention is given to effective expression, clear structure, adequate development, and documentation of sources.

PREREQUISITE: ENG 1000 or proficiency in basic skills as determined by the English Department.

GUIDELINES: All students with an ACT English score of 15 or above (13 on old ACT) are placed in English 1001C. Students with ACT scores below the cut-off—or with no ACT scores on file—are placed in ENG 1000: Fundamentals of English, a basic review of grammar, punctuation, and spelling, which also includes instruction in writing sentences, paragraphs, and brief essays.

OBJECTIVES: This course instructs students in:

- writing expressive, expository, and persuasive papers that reflect a clear command of the writing process.
- writing purposeful, adequately developed sentences and paragraphs with maximum clarity.
- using standard written English in both thought conveyance and syntactic construction.
- developing skills in critical reading, in listening, and in evaluating culturally diverse course materials and in becoming more discerning readers and editors of their own writing.

REQUIRED TEXTS AND MATERIALS: Must be obtained before next class session.

Kennedy et.al. The Bedford Guide for College Writers 6th Ed.Kennedy et al, The Bedford Reader 8th Ed.Fulwiler and Hayakawa, The Blair Handbook 4th Ed.Crump and Carbone, Writing Online 2000 Ed.

A standard college-level dictionary

A notebook/folder for class notes and ongoing papers/drafts/peer reviews, etc

A separate folder for use when turning in papers and accompanying materials.

COURSE REQUIREMENTS OVERVIEW: You will be required to write often both in and out of class, to read selections that may be assigned from the texts, to participate actively in classroom discussion and peer editing exercises, to refer individually to the handbook when necessary, to complete all classroom exercises and essays, and to attend all conferences when scheduled. You are also expected to keep track of **all** of your work—drafts, peer reviews, instructor comments, etc. Do **not** throw away anything!! When you submit to me a unit essay, it will include the final copy as well as **all** accompanying materials.

SPECIFIC REQUIREMENTS INCLUDE:

Essays:

You will be required to write and revise **four 3-5 page double-spaced, typewritten, evaluated but non-scored essays** out-of-class. With each essay, all accompanying materials (including but not limited to planning exercises, previous drafts, peer/group reviews, self-assessments and instructor comments) should be included. Additional guidelines for preparing these essays will be given throughout the semester. Additionally, you will be working on these drafts in class with peer groups gaining suggestions for revision. A draft of each paper is due at the beginning of class on the designated date (see course outline). After extensive work, you will present a draft of each essay to me in conference for which you will receive feedback and possible suggestions for further revision (again, see course outline for conference dates). After extensive revision, you will submit a final copy of the essay and all materials to be evaluated/scored. See due dates for each unit.

Quizzes: Throughout the semester, I will announce quizzes. These are to be taken on the day they are assigned. If you are to be absent on the day a quiz is to be given, I will allow you to take it ahead of time. In no case can a quiz be taken after it has been given in class.

Conferences:

Throughout the semester, I will schedule conferences so that you may meet with me and discuss the progress of each essay and any other concerns you may have. You **must** sign up and attend these conferences. At each conference, you will read me a revised/completed draft of your paper. I will then offer suggestions for revision if needed.

To earn the total possible conference points at each meeting, you **MUST** do the following:

1. Attend!!
2. Have a completed and polished draft in hand and read it to me.
3. Be able to show me substantial revisions (i.e. how and where you considered peer comments, what changes you have made and why...etc.)
4. Come prepared with questions and concerns about the draft.

****If you do NOT attend, you receive NO points, ONE absence, and NO feedback on your paper.**

****If you DO attend but DO NOT MEET THE ABOVE CRITERIA, a substantial number of points will be deducted from that conference.**

Due to the large number of students/conferences, I cannot allow conferences to be "made up" and, likewise, cannot allow conference points to be "made up". So, it is important that you sign up for a time that best fits your schedule and then make every possible effort to attend.

Planning exercises, peer reviews, self-assessments, course readings and other assigned activities: What may seem to you like "busy work" is all part of the writing process. These activities will be done both in and out of class with the purposes of guiding you through the writing and revising processes and aiding you in becoming a better, more conscientious writer and editor. Keep **ALL** of these materials, for they will be evaluated as part of your final grade for each essay.

ATTENDANCE AND LATE POLICY: Since this course involves a great deal of class participation, it is essential that you attend classes and conferences alike. You are expected to attend every meeting and to be on time. Remember, if you are absent you are held responsible for the material covered in your absence. This includes any assignments given or collected. In other words, it is up to you to "get caught up." If tardiness or absences become excessive, your grade will be affected. I will allow 3 absences for whatever reason. **Each absence thereafter will result in a full letter grade reduction at the end of the course.** Likewise, if you are more than 15 minutes late for class, you will receive an absence.

Example: If you have a B average at the end of the course and 4 absences, you then have dropped to a C for the course. If you have a B average at the end of the course and 5 absences, you then have dropped to an NC for the course.

****I know that emergencies and unavoidable circumstances do arise, so please contact me as soon as possible so that we may discuss the nature of the absence.**

MAKE-UPS AND LATE PAPERS: Again, conferences may not be made up. Furthermore, in the event that you do not hand in final unit essays on the assigned due date, its grade will be lowered one full letter grade.

EVALUATION: You will complete an in-class diagnostic writing which will **NOT** be figured into the overall course grade. In all, you will be required to write and revise 4 essays out-of-class that will be evaluated. Quizzes will also be given at various times throughout the semester when deemed necessary. **Failure to complete all 4 essays will result in a grade of N/C for the course regardless of point totals!** If you are curious, nervous, frustrated, overwhelmed, confused, or just plain ticked off, then I'm the one to talk to **FIRST!** Come see me to discuss your work, your grade, or any issue with me anytime.

A breakdown is as follows:

600 possible points

Conference Draft 1	25	Quiz 1	10	Class participation,	50	Essay 1	100
Conference Draft 2	25	Quiz 2	10	conference and class preparedness		Essay 2	100
Conference Draft 3	25	Quiz 3	10	peer review, attitude, and		Essay 3	100
Conference Draft 4	25	Quiz 4	10	overall effort shown		Essay 4	100
		Quiz 5	10				

The course grade will be determined using the following scale:

100-90%=A

89-80%= B

79-70%= C

69% and Below=N/C

All essays will be assessed analytically according to the following 5 categories:

Focus

Organization

Development

Style, Mechanics, Grammar, Spelling and Documentation

Process (evidence of invention, peer editing, and revision) and Audience Consideration.

ENGLISH DEPARTMENT STATEMENT CONCERNING PLAGIARISM: Any teacher who discovers an act of plagiarism – "The appropriation or imitation of the language, ideas and/or thoughts of another author, and representation of them as one's original work" (Random house Dictionary of the English Language)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of a grade of F for the assignment and a grade of N/C for the course, and to report the incident to the Judicial Affairs Office.

INFORMATION FOR STUDENTS WITH DISABILITIES:

If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services at 581-6583 as soon as possible.

ADDITIONAL INFORMATION:

- Make sure that you save your work often (use RTF) and on more than one disk (preferably on three or more) to prevent loss of material.
- If you lose a disk, be sure to check the "lost and found floppies" box.
- Anyone who is found tampering with a computer and its set up or who is found using the computer for anything that is not course-related is subject to course dismissal.

IMPORTANT FOR GRADUATION: In order to meet graduation requirements, all EIU students will be submitting essays for inclusion in a university-required electronic portfolio. ENG 1001 and ENG 1002 are both "writing centered" courses and one essay from either course **MUST** be submitted to this university portfolio. See me or your academic advisor if you have questions.

Tentative Course Outline

1001 LeAnn Smith

Additional readings and activities for each unit will be given throughout the term. Pencil these in as you go. Outline is subject to change at my discretion.

Week 1: CH3130 (CLASSROOM)

August 25	Course Review
27	Introductions
29	Diagnostic Writing

Week 2: CH 3120 (LAB)

Sept. 1	LABOR DAY: NO CLASS
3	Begin Unit 1
5	Continue Unit 1

Week 3: CH3130 (CLASSROOM)

8	Continue Unit 1/ Have Unit Reading and Terms Done
10	Continue Unit 1
12	Continue Unit 1

Week 4: CH 3120 (LAB)

15	Sign up for conferences—my office door # 3744
17	Quiz 1: Grammar Quiz/ Peer Evaluations Unit 1—Bring extra copies to class
19	Continue Unit 1

Week 5: CH3130 (CLASSROOM)

22	No Class this week: Conferences Unit 1 (Check Location)
24	No Class this week: Conferences Unit 1 (Check Location)
26	No Class this week: Conferences Unit 1 (Check Location)

Week 6: CH 3120 (LAB)

29	Begin Unit 2
Oct 1	UNIT 1 ESSAY DUE TODAY IN CLASS/ Continue Unit 2
3	Continue Unit 2

Week 7: CH3130 (CLASSROOM)

6	Continue Unit 2/ Have Unit Reading and Terms Done/ QUIZ 2: Reading Quiz
8	Continue Unit 2
10	Continue Unit 2

Week 8: CH 3120 (LAB)

- 13 Continue Unit 2/ Sign up for conferences my office door #3744
- 15 **Peer Evaluations Unit 2—Bring extra copies to class/ Quiz 3: Concepts Quiz**
- 17 FALL BREAK: NO CLASS

Week 9: CH3130 (CLASSROOM)

- 20 **No Class: Conferences Unit 2 (check location)**
- 22 **No Class: Conferences Unit 2 (check location)**
- 24 **No Class: Conferences Unit 2 (check location)**

Week 10: CH 3120 (LAB)

- 27 Begin Unit 3: Bring Both Bedford Texts and Blair to class each day for this unit
- 29 **UNIT 2 ESSAY DUE TODAY IN CLASS/ Continue Unit 3/**
- 31 Continue Unit 3

Week 11: CH3130 (CLASSROOM)

- Nov 3 Continue Unit 3
- 5 Continue Unit 3
- 7 Continue Unit 3

Week 12: CH 3120 (LAB)

- 10 Continue Unit 3/ Sign up for conferences (you know the routine!)
- 12 **Peer Evaluations Unit 3—Bring extra copies to class/Quiz 4: Reading Quiz**
- 14 **No Class: Conferences Unit 3 (check location)**

Week 13: CH3130 (CLASSROOM)

- 17 **No Class: Conferences Unit 3 (check location)**
- 19 **No Class: Conferences Unit 3 (check location)**
- 21 **UNIT 3 ESSAY DUE TODAY IN MY MAILBOX BY NOON**

Week 14: 24 - 28 THANKSGIVING RECESS—NO CLASSES

Week 15: CH3120 (LAB)

- 1 Assign Final Essay
- 3 Continue work on final essay
- 5 **Peer Evaluations Final Essay—Bring extra copies to class**

Week 16: CH3130 (CLASSROOM)

- 8 Conferences with another student in class—Bring one extra copy to class
Quiz 5: Grammar Quiz
- 10 **FINAL ESSAY DUE TODAY IN CLASS**

1. How to Save Your Documents to your Floppy Disk:

Go to file, save as, pull up 3 ½ floppy, create appropriate file name (to title your work, see instructions below). Now, scroll down in the “save as type” box until you locate rtf (rich text format). Now click on SAVE. Check to see that it made it to your disk before exiting the program. You may also want to keep more than one identical disks for “safe keeping” (back ups).

2. How to Appropriately Name/Title your Documents:

For each unit, you will want to create a file folder to house that unit’s materials. Each Unit folder will contain your invention work, all drafts of that essay, and the final draft. Keep ONLY your writing in these folders. Keep class notes and other materials separately.

- a. to title your invention work, use this formula when saving. When asked “file name”, you will type a formula much like this one: U1LAS.IL
 - This stands for: Unit 1 your initials. Invention List.
 - Then, whenever you go to that file, you can add to it as needed, always referring to it and saving it as Unit 1 your initials. Invention List (U1LAS.IL). There is no need to save all versions of your invention; just **add to (but don’t copy over or delete)** this same file each time.
 - Subsequently, then, Unit 2’s invention will be titled U2LAS.IL and so on.
- b. to title your drafts, use this formula: U1LAS.D1
 - This stands for: Unit 1 your initials. Draft 1
 - When you revise this draft, DO NOT save over this one. Remember you will be showing me ALL drafts in your final portfolio. Thus, you will need to re-title your file and save the new version in addition to the old. Now save the revised version as U1LAS.D2.
 - D3, D4 and so on will follow for each subsequent revision of Unit 1 essay.
 - Unit 2 essay will follow suit. U2LAS.D1 etc.
- c. to title your Final draft—the one for which I will evaluate at the end of the semester—use this formula: U1LAS.FD
 - This stands for: Unit 1 your initials. Final draft